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18 February 1981

MEMORANDUM FOR: Associate Deputy Director for Science and Technology

FROM:

25X1

Director, Foreign Broadcast Information Service

SUBJECT:

Annual Personnel Review 

25X1

Jim:

1. The outline of 11 February for the Annual Personnel Review looks good to us. The first paragraph should include a segment on foreign nationals inasmuch as foreign linguists are so vital to FBIS operations.

25X1

2. Within the outline you suggest, we will probably touch on such issues as: headroom problems, new growth requirements, classification problems, anticipated replacement needs, training costs, hiring grades, career progression problems, language incentives, and possible overages.

25X1

3. April would be a convenient month to make this presentation if suitable to you. We are already gathering data.

25X1

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DD/FBIS, 

(17Feb81)

25X1

## Distribution:

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REFERENCE

11 FEB 1981

ANNUAL PERSONNEL REVIEW -- FOREIGN BROADCAST INFORMATION SERVICE1. Today's Employees.

- Discuss numbers of people at Grades 11-15 in relation to position structure, including commitments to support positions outside your office. Discuss imbalances, if any, and things we might wish to do to improve situation.
- By grade, 11-15, discuss strengths/weaknesses of professional work force at each level. Discuss numbers of 1s, 2s, 3s, and 4s at each level.

2. New Recruits.

- Discuss likely numbers needed over next three years (which assumes, among other things, analysis of number eligible/likely to leave in near future).
- Discuss skills/backgrounds needed.
- Discuss sources--(internal, and/or external, including co-ops, CTs if applicable).
- Discuss problems/opportunities.

3. Analysis of Special Skills/Capabilities Situation.

- Language needs--if applicable.
- COTR needs--if applicable.
- Engineering/technical.

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